Federal Acquisition Service

Assign Funds

GSA Training Module Developed for NITCP

Assign Funds Training Module Overview

Description: This training module will take you step-by-step through the Assign Funds module in the Regional Business Application (RBA) Integrated Task Order Management System (ITOMS) component.

Assign Funds Glossary

Term	Definition
ITOMS	Integrated Task Order Management System
Funding Document	ITOMS module that stores detailed client funding information derived from Client Agency Official Funding Documents which are used to assign funds for orders.
ACT Number	Account Control Transaction Number. Each Order must have a unique ACT #.
Total Available	Display field in Funding Table on Fund Task Item form. The Total Available value displays the amount available on the citation without deducting any dedications – only actual obligation amounts are deducted.
Obligated Amount	Total dollar amount from each citation of a Funding Document assigned against orders. Cannot exceed Value Amount of the funding document.
Unassigned Amount	The Value Amount minus the Obligated Amount of a Funding Document.

Assign Funds Privileges

User Role | Action	Create	Edit	View
Funds Manager and Funds Manager w/ Sign	✓	✓	✓
All other GSA ITOMS Roles			✓
Client			
Contractor			

Within the Pre-Award Workflow Context
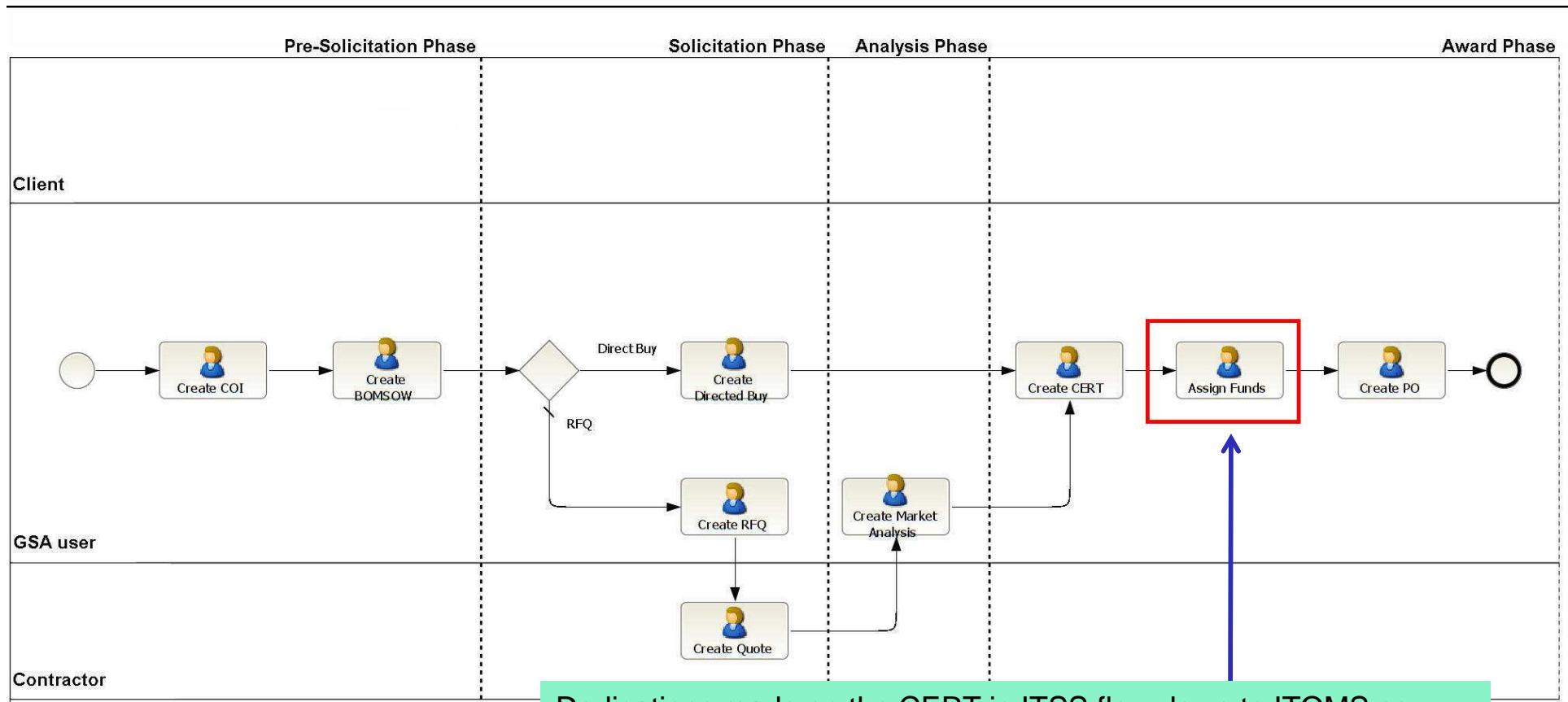
Dedications made on the CERT in ITSS flow down to ITOMS as action items. Funds Managers have the ability to accept dedications as-is, edit dedications, or reject dedications. Upon approval of funds in Assign Funds, all dedication records are *obligated*.

Welcome Francine FM!

U.S. General Services Administration
AAS Business Systems Portal

AASBS Helpdesk: 877-472-4877
AASBS.helpdesk@gsa.gov

| IT-Solutions | ITOMS |

| ▸ Welcome | Orders | Fundings | Invoices | Reports | Flat Files | Demographic Data |

Integrated Task Order Management System

Welcome to the Integrated Task Order Management System

The primary role of ITOMS, for the General Service Administration (GSA), is the automated management of customer funding control data and financial management data.

My Options

My Orders

My Funding

My Clients

My Employees

My Regions

System Announcements

Entries

Action Folders

Assign Order Funding

Evaluate POP/Accrual Date

View NEAR Validation Errors: Orders

View NEAR Validation Errors: Funds

Generate Monthly Accruals

Certified Invoices

Pending BFY Orders

All orders Sent to FM for approval of funds (obligation of funds) are displayed within the *Assign Order Funding* Action Folder

This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only."

Privacy Statement

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Select an order to obligate funds

ITOMS

GSA Signed in as Francine FM

Assign Funds

Order ID:	ID40120044	ACT Number:	A2474686T	Mod #:	000
Total Order Cost to GSA:	$154,800.00	Program Type:	NITCP	Fund Status:	READY
Order Cost To Client:	$168,400.00	Org. Code:	Q04TF000 ▼	Fiscal Order Type:	FFP
Contract #:		Contractor Company:		BFY:	

Enter a unique ACT Number for the order

	Order Value:	Fee Value:
Total Amount Dedicated to Order:	$154,800.00	$13,600.00
Amount Required to Fully Fund Order:	$0.00	$0.00

View total amounts for the entire order

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Modified Task Items

Task Item	Dedicated to Task Item	Dedicated
1001 - Installation / Maintenance - Base Year	$30,000.00	
1002 - Mobile Solutions Equipment	$124,800.00	

The Modified Task Items datagrid shows the user a list of task items that require obligations.

Task items that have had no change in funding and thus do not require fund obligation, are not displayed in this datagrid.

Task Item Details

Task Item:	1001 ▾	POP Start:	03/01/2012	POP End:	02/28/2013
Cost to GSA:	$30,000.00	Type of Charge:	Surcharge	Rate/Amt:	12%
Cost To Client:	$33,600.00	BFY:	12 ▾	Fiscal Task Type:	FFP

	Task Item Value:	Fee Value:
Task Item Amount Dedicated:	$30,000.00	$3,600.00
Amount Required to Fully Fund Task Item:	$0.00	$0.00

Add/Replace Funds   **Reject/Delete Funds**

The Task Item Details section and the Task Item Subtasks datagrid display financial data for a single task item.

If the user selects another task item then these sections will refresh with data specific to the selected task item.

Task Item Subtasks (TOFs)

Obligate each task item from the Task Item dropdown, then click Save to save the obligation of funds for all task items.

Save	Edit	Cancel	Validate To NEAR			Go To ITSS

		Citation Code	Citatio...	SAF	Total A
		0001		09/30/20...N	
☐	NEW	NITCPFUND0001	NITCPCITATION0002	09/30/20...N	

Select a task item from a drop-down list of all active task items.

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Modified Task Items

Task Item	Dedicated to Task Item	Dedicated to Fee
1001 - Installation / Maintenance - Base Year	$30,000.00	$3,600.0
1002 - Mobile Solutions Equipment	$124,800.00	$10,000.0

View information about the task item as submitted on the *Dollars Subform* of the associated Market Analysis, Directed Buy, or Order Mod

View the dedication amounts by the Task Item Cost to GSA and the Task Item Fee as submitted on the ITSS Fund Task Items page

Task Item Details

Task Item:	1001 ▼	POP Start: 03/01/2012	POP End: 02/28/2013
Cost to GSA:	$30,000.00	Type of Charge: Surcharge	Rate/Amt: 12%
Cost To Client:	$33,600.00	BFY: 12 ▼	Fiscal Task Type: FFP

	Task Item Value:	Fee Value:
Task Item Amount Dedicated:	$30,000.00	$3,600.00
Amount Required to Fully Fund Task Item:	$0.00	$0.00

Add/Replace Funds   **Reject/Delete Funds**

The Task Item Subtasks (TOFs) datagrid displays all citations used to dedicate funds on the ITSS Fund Task Items page

Task Item Subtasks (TOFs)

Obligate each task item from the Task Item dropdown, then click Save to save the obligation of funds for all task items.

Save	Edit	Cancel	Validate To NEAR	Go To ITSS

Select	Action Taken	SubTask Nu...	Funding Docume...	Appropriation Citation Code	Citatio...	SAF	Total A
☐	NEW		NITCPFUND0001	NITCPCITATION0001	09/30/20...N		
☐	NEW		NITCPFUND0001	NITCPCITATION0002	09/30/20...N		

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Modified Task Items

Task Item	Dedicated to Task Item	Dedicated to Fee
1001 - Installation / Maintenance - Base Year	$30,000.00	$3,600.0
1002 - Mobile Solutions Equipment	$124,800.00	$10,000.0

Select the Budget Fiscal Year (BFY) for each Task Item

Task Item Details

Task Item:	1001 ▾	POP Start:	03/01/2012	POP End:	02/28/2013
Cost to GSA:	$30,000.00	Type of Charge:	Surcharge	Rate/Amt:	12%
Cost To Client:	$33,600.00	BFY:	12 ▾	Fiscal Task Type:	FFP

	Task Item Value:	Fee Value:
Task Item Amount Dedicated:	$30,000.00	$3,600.00
Amount Required to Fully Fund Task Item:	$0.00	$0.00

Add/Replace Funds   **Reject/Delete Funds**

Task Item Subtasks (TOFs)

Obligate each task item from the Task

Funds Managers can Add/Replace Funds or Reject/Delete Funds.
Click on the Add/Replace link to open the *Choose Funds* window.
To reject/delete funds, select a citation and click the Reject/Delete Funds link.

Save	Edit	Cancel

Select	Action Taken	SubTask Nu...	Funding Docume...	Appropriation Citation Code	Citatio...	SAF	Total A
☐	NEW		NITCPFUND0001	NITCPCITATION0001	09/30/20...N		
☐	NEW		NITCPFUND0001	NITCPCITATION0002	09/30/20...N		

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Click the Search By drop-down to select the field to search on.

Filter by specific text by entering *Search Input*.

Use * to perform a wildcard search and return all available funds.

GSA **ITOMS**
Signed in as Francine FM

Search for Funding:

Search By: Funding Document # ▾   Search Input: |* | Go

		Funding Document #	Citation	Available	Expiration D
Select		Citation Code			
☐	ID3	Client Name	ID31120025CITEFPYPZMFMZY	990025	02/08/2013
☐	ID3	Organization Name	ID31120025CITECHTATRKJXL	983725	02/08/2013
☐	ID3	Agency Code	ID31120026CITEUKOXXXTEGS	986875	02/08/2013
☐	ID3	Bureau Code	ID31120026CITEPVIYMUVJJE	986875	02/08/2013
		Reserved Funding			
		Client POC Agency Code			
☐	ID31120026FUNDEVZX		ID31120026CITEXCBJSUGZYP	986350	02/08/2013
☐	ID31120031FUNDJMOU		ID31120031CITESQEYZFUYGS	990025	02/08/2013
☐	ID31120031FUNDJMOU		ID31120031CITEZYHFZARAPL	983725	02/08/2013
☐	ID31120031FUNDJMOU		ID31120031CITETLSMPIOWLI	986350	02/08/2013
☐	ID31120032FUNDJMYJ		ID31120032CITEJXTWLKUWWU	990025	02/08/2013
☐	ID31120032FUNDJMYJ		ID31120032CITEELOMZWFFXJ	986350	02/08/2013
☐	ID31120032FUNDJMYJ		ID31120032CITELDLPHIWMHU	983725	02/08/2013
☐	ID31120033FUNDRRPE		ID31120033CITEDCPBXTYYTQ	989500	02/08/2013
☐	ID31120033FUNDRRPE		ID31120033CITENTTBQFLIIR	983725	02/08/2013
☐	ID31120033FUNDRRPE		ID31120033CITEPYHBULEET	986875	02/08/2013

The Choose Funds window only returns citations that have:
• Available > 0
• Matching BA Code

Apply Citation

Click *Apply Citation* to add the citation to the Assign Funds page

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Task Item Subtasks (TOFs)

Obligate each task item from the Task Item dropdown, then click Save to save the obligation of funds for all task items.

| Save | Edit | Cancel | Validate To NEAR | | Go To ITSS |

Select	Action Taken	SubTask Nu...	Funding Docume...	Appropriation Citation Code	Citatio...	SAF	Total A
☐	NEW		NITCPFUND0001	NITCPCITATION0001	09/30/20...N		
☐	NEW		NITCPFUND0001	NITCPCITATION0002	09/30/20...N		

Scroll right on the TOFs datagrid to add a dedication amount or edit an existing dedication amount

[Excel]

| Save | Edit | Cancel |

Click *Save* once all task items have been obligated. The system will run validations on each task item's obligations and Budget Fiscal Year (BFY). It is not necessary to click *Save* in between obligating individual task items; the system keeps track of all task item obligation data until the user clicks *Save* or *Cancel*.

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Assign Funds

Order ID:	ID40120044	ACT Number:	A2474686T	Mod #:	000
Total Order Cost to GSA:	$154,800.00	Program Type:	NITCP	Fund Status:	READY
Order Cost To Client:	$168,400.00	Org. Code:	Q04TF000 ▼	Fiscal Order Type:	FFP
Contract #:		Contractor Company:		BFY:	

	Order Value:	Fee Value:
Total Amount Dedicated to Order:	$154,800.00	$13,600.00
Amount Required to Fully Fund Order:	$0.00	$0.00

Modified Task Items

Task Item	Dedicated to Task Item	Dedicated to Fee
1001 - Installation / Maintenance - Base Year	$30,000.00	$3,600.0
1002 - Mobile Solutions Equipment	$124,800.00	$10,000.0

Each task item must have their funds fully dedicated in order to fund the order.

The order's funding status will not update to FUNDED until each task item requiring funds has been obligated.

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ITOMS
GSA
Signed in as Francine FM

Assign Funds

Important Message(s)

Assignment of Funds have saved successfully

Upon submission of the form, if the data passes all validations then the status of the order leg will be updated to FUNDED and a message is displayed to the user

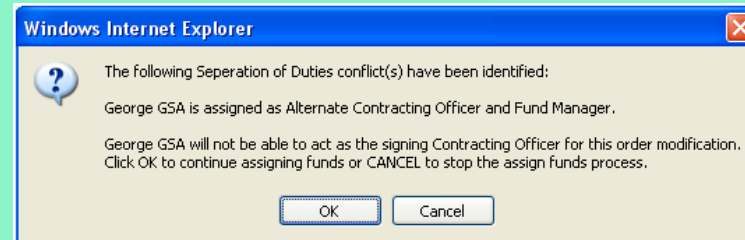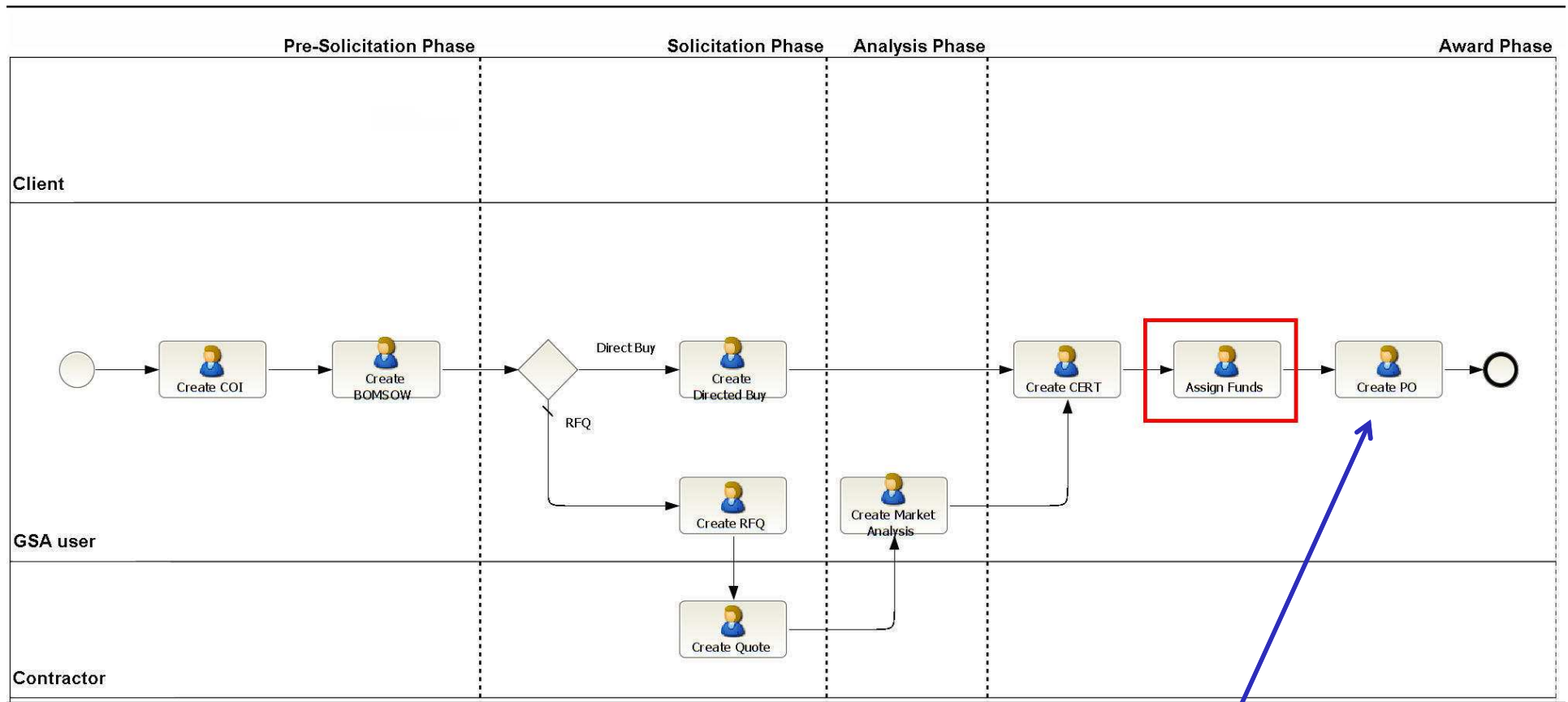| Order Details	Invoices/Billings	History			
Order ID:	ID40120044	ACT Number:	A2474686T	Mod #:	000
Total Order Cost to GSA:	$154,800.00	Program Type:	NITCP	Fund Status:	FUNDED
Order Cost To Client:	$168,400.00	Org. Code:	Q04TF000	Fiscal Order Type:	FFP
Contract #:		Contractor Company:		BFY:	12

Order Value: Fee Value:

Total Amount Dedicated to Order:

Amount Required to Fully Fund Order:

Upon submission of the form, the system will validate whether Separation of Duties rules have been violated and will display a soft validation message if one user is selected for multiple roles on the order:

Windows Internet Explorer

The following Seperation of Duties conflict(s) have been identified:

George GSA is assigned as Alternate Contracting Officer and Fund Manager.

George GSA will not be able to act as the signing Contracting Officer for this order modification. Click OK to continue assigning funds or CANCEL to stop the assign funds process.

[OK]   [Cancel]

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Next Steps…

Once the order is funded GSA users have the ability to create a Purchase Order in ITSS

Federal Acquisition Service

Questions & Support

➤ For questions regarding AAS Policy please contact randy.matlack@gsa.gov or robert.niewood@gsa.gov

➤ For questions regarding the RBA Assign Funds training module please contact RBA Technical Support:

  Phone: (877) 472-4877

  Email: AASBS.helpdesk@gsa.gov